

# **ARMY CONTRACTING AGENCY (ACA)**

## **NEWLETTER**

**“OUR TEAM IS GROWING”**

Volume 1, Issue 4

August 2002

### **Greetings from the New Acting Director**



**MS. SANDRA SIEBER**

Mr. Bolton appointed me the Acting Director on the 25th of July in Mark Lumer's absence. We all wish him a speedy recovery and he appears to be doing well in recuperating from his surgery.

I am excited about this opportunity and look forward to working with all of you for as long as I am in this position. I will be spending most of my time at the headquarters in Skyline; my new phone number is 703-681-1043 (DSN 761) and I can still be reached on my AKO email address: [Sandy.Sieber@us.army.mil](mailto:Sandy.Sieber@us.army.mil). I will be spending some time in my old office and will do the ITEC4 job as well until the split from CECOM is finalized.

There is much work to be done before 1 October but everyone working transition has accomplished a great deal to date, and I am encouraged by the hard work and enthusiasm I have seen. Suellen Jeffress and COL Young have done a fantastic job in supporting Mark Lumer and the ACA activities to this point, and I am grateful to have their support during my time in this position.

### **ACA All The Way!**



### **“Government Purchase Card News”**

The Army has satisfied a long standing need with the issuance of a Standing Operating Procedure (SOP) covering the use and management of the Army's Government Purchase Card (GPC) program. The SOP has been approved by the Acting Deputy Assistant Secretary of the Army (Policy and Procurement) on 31 July 2002. It identifies processes and procedures, establishes standards, and strengthens controls over the GPC. The document is multi-disciplined in nature and it will be used to provide direction to all participants in the GPC program.

There is good news on the issue of transition of GPC accounts into the ACA hierarchy. As a result of the good work done by the Level 4 A/OPCs we will be able to process a database transfer of account information at the Bank. This means very few purchase cards accounts will need to be cancelled and reissued. More guidance will be forthcoming on the actual transition. We will not be moving accounts until after fiscal year end.

## **A Message from the Chief of Staff**

There has been much dedicated hard work by many people in standing up the Army Contracting Agency. I thought it would be helpful to try and put these efforts into a larger context and show how our work is linked to the overall Army transformation.

As most of you know the establishment of the Army Contracting Agency is one piece in an overall Army transformation effort. This Army-wide effort is designed to move the funding and management of selected functions from Army Major Commands (MACOMs) into new organization structures that have a sole focus on that functional activity.



**COL BRYON YOUNG**

The three functions undergoing this transformation are Installation Management, transferring to the Installation Management Activity (IMA); Network and Infrastructure Management, transferring to NETCOM; and Contracting. The purpose of this transformation is to consolidate the management and contracting support for Army-wide requirements within these functional areas. The role of Contracting in this effort is to provide efficient contracting support and leverage the potential that managing Army-wide requirements provides with respect to gaining greater purchasing power.

In order to fully achieve these benefits it will be necessary to transform our own operations. We cannot simply seek to perform our contracting mission a little bit faster, for a somewhat reduced price. We have to successfully redirect some of our efforts. As Mr. Mark Lumer, our Acting Director, said in a previous video-teleconference “I am going to ask you to do something strange for a Contracting Activity and that is to support your customer by not doing contracting.” Although that does sound odd it really is exactly what we need to do. By reducing the total amount of time we spend on the traditional tasks associated with awarding a contract, we will be creating a capacity to shift greater amounts of our efforts into other, often neglected phases of acquisition. Specifically we can work closely with our requiring activities on acquisition planning in order to produce better requirements documents. In another vein we will be able to devote much needed

time to administration in order to ensure that our contracts are effectively performed. This is where the capabilities of the newly established IMA and NETCOM will mesh with the ACA. We will have requiring activities and contracting activities with an Army-wide focus that can plan, contract, and administer all Army contracts within these functional areas. It should lead to a significant improvement in how we do business.

Transformation will not be fully successful if it is only top-driven. We need the active participation of each of you. We especially need your feedback on how to better support your customers and how to make this transition add value for your customers and the Army.

HOOOAH and drive on!



**COL J. Craig Walsh; . Jr. Director of Liaison**

In previous Army Contracting Agency (ACA) newsletters we heard from our Acting leadership; Mark Lumer- Director, Suellen Jeffress- Deputy Director, COL Byron Young- Chief of Staff and Sandy Sieber- Acting Director of the Information Technology and Electronic Commerce Contracting Center (ITEC4). We also heard from the Acting Directors in the field organizations-Northern Region, COL Steve Boshears and Southern Region, COL Chuck Guta. Now we will hear from the Directors at ACA Headquarters. These are the senior civilian and military leaders who helped design the new organization and now are actively engaged in the start-up activities as the ACA becomes official on 1 October 2002.

I echo the feelings expressed in our first ACA newsletter by our Acting leadership. This is a dynamic, challenging and rewarding time for Army Contracting. Clearly, the ACA is a customer-support organization. Mark Lumer inspired me when he spoke to the value and power of providing exceptional customer support. "Your job is not necessarily writing or administering contracts; your job is providing customer support..." I am also inspired by well known organizations that are passionate about pleasing customers. As Director of Liaison, my staff and I will listen to our customers, provide the finest, most

responsive support possible, and then follow-up to ensure our customers are more than satisfied. My personal goal is to make the ACA admired throughout the Army and DoD for its unwavering commitment to provide personalized, contracting customer support. In other words, I want the ACA to be known as the Nordstrom's of Army Contracting.

### **Who are our Customers?**

As a customer-support organization, we must understand who our customers are, what they need and then design and implement a strategy to meet and exceed our customers' expectations.

The ACA's customers to name a few are; the ARMY as it transforms itself and moves toward the Objective Force; the Installation Management Activity (IMA) as it executes its Post, Camp and Station management functions around the world; and the MAJOR commands, like FORSCOM, TRADOC, MDW, NETCOM, USAREUR, USARPAC, USARSO and 3rd & 8th Army, among others.

### **Where is the Risk?**

Mark Lumer is placing his liaison efforts where he senses risk. Unlike USAREUR, where installation-contracting support has been provided on a regional basis for years, this is a new concept in CONUS installations and in the Pacific. Previously, the Directors of Contracting in the MACOMs like, FORSCOM and TRADOC, provided the support. Now, effective 1 October 2002, the ACA will provide this and to ensure it goes well the ACA will assign liaisons to its biggest customers.

### **The Liaison Officer Network**

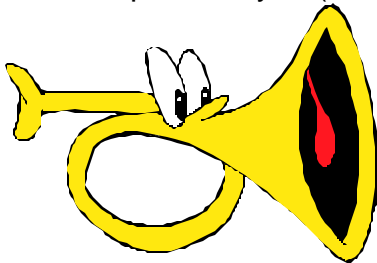
The ACA liaison officers (LNOs) will be established to ensure uniformity and continuity of contracting support to the IMA regions and the MACOMs. The LNOs will be senior contracting personnel (GS-14/15) or equivalent on the ACA TDA with duty locations at or near the supported IMA region headquarters or MACOM headquarters. The LNOs will supplement the business advisor functions performed by PARCs and field activities, and will ensure IMA regional and MACOM commanders are aware of the full scope of contracting support available to accomplish mission requirements.

The Directorate of Liaison will consist of the Director, a Military O-6 and six full-time and one part-time liaison. All LNOs will be assigned to the ACA Headquarters with duty at the locations listed below.

<b><u>ACA Northern Region</u></b>	<b><u>Duty Station</u></b>	<b><u>Incumbent</u></b>
(1) IMA Northeast Region	Ft. Monroe	Dr. Diggs
(2) IMA Northwest Region	Rock Is. Arsenal	Vacant
(3) TRADOC Headquarters	Ft. Monroe	Vacant
<b><u>ACA Southern Region</u></b>	<b><u>Duty Station</u></b>	<b><u>Incumbent</u></b>
(4) IMA Southeast Region	Ft McPherson	Vacant *dual hated
(5) IMA Southwest Region	Ft Sam Houston	Vacant
(6) FORSCOM Headquarters	Ft McPherson	Vacant *dual hated
(7) Pacific IMA Region	Ft Shafter	Vacant
(8) MDW Liaison	ACA Headquarters	Bill Swan*part-time

### **What's Next?**

I hope this article provided some helpful information about the ACA liaisons. In future newsletters I will publish updates to include when we will start the hiring process. Until then, if you have any comments or questions, please feel free to contact me either telephonically at (703) 681-6959 or by e-mail at [craig.walsh@saalt.army.mil](mailto:craig.walsh@saalt.army.mil).



## **Small Business News**

Ms. Cynthia Lee, who was on the MDW staff has been detailed to help kick off the ACA Headquarters Small Business Program. To date, she has been involved in ACA planning activities which have included drafting a Small Business Plan. When it is final, the ACA leadership will be briefed and the headquarters will work with the PARCs to ensure equitable goals are assigned.

If you have questions or suggestions, Cynthia can be reached at: 703-681-9155 or 703-806-0055 Please be thinking about how our new consolidation can be done without harming the volume of business available to small businesses and how your procurement communities can send a positive message to small businesses from the start of ACA business operations and share your success stories.



## QUESTIONS & ANSWERS



**Question** - Will installation personnel stay on the garrison TDA or be transferred to the ACA TDA? If transferred, when, FY04?

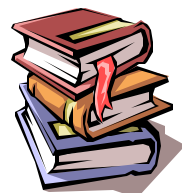
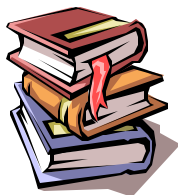
**Answer:**

For CONUS: Installation contracting personnel will reside on the IMA garrison TDA in FY 03, with OPCON to ACA. TDA positions will transfer to the ACA TDA in FY 04. The ACA TDA will have all contracting positions and funds for above installation (regional offices and PARC Offices) CONUS ACA activities in FY 03.

For OCONUS: For OCONUS, ALL contracting personnel positions and funds will transfer to the ACA TDA in FY 03. Operational control and HCA authority will transfer in FY 04.

**ACA** - Is it true that installation-contracting authority will be limited to contracts below \$500,000? This limit is relatively small and there is a concern that it too low, particularly for the large installations.

**Answer:** A \$500K limit on award of contracts at the installation level is an end-state goal of the ACA. But this goal will be achieved over time and common-sense will be applied as to if/when a particular contract award should be transferred from an Installation DOC to a Regional Center. Administration of contracts performed on an Installation will continue to be performed by the local DOC.



## "TRAINING OPPORTUNITIES"

The Continuous Learning Center is pleased to announce the availability of a new Continuous Learning Online Module offering:

## Performance-Based Logistics

The new module is available to all users of the [DAU Continuous Learning Center](http://clc.dau.mil) at <http://clc.dau.mil>.

"Performance-Based Logistics" takes approximately three (3) hours to complete and is worth three (3) Continuous Learning Points (CLPs).

Course Description:

This module is comprised of five lessons that present Performance-Based Logistics (PBL) as the strategy of choice for product support. Any individual who desires to increase his/her knowledge of PBL to better serve weapon system programs is encouraged to complete this module.

This module is based on the Department of Defense (DoD) Performance-Based Logistics Guidebook entitled, Product Support: A Program Manager's Guide to Buying Performance, November 2001.

DoD has designed this module for the entire acquisition workforce, including AT&L workforce members, program managers, acquisition logisticians, sustainment logisticians, contracting personnel, and Defense contractors.

The average cumulative time for module completion is three hours. You may take this self-paced module over time, returning to your last accessed page when convenient. The module includes periodic review questions and a post-test. The post-test requires a minimum score of 70% and may be taken as many times as necessary. A certificate of completion is available at the conclusion of a successful post-test. Upon earning the certificate, it is available anytime in your personal student transcript. Student transcripts are found in the Administration Building / Student Records / Student Transcripts. Just select the module title hyperlink to obtain the certificate. To access this module, login to the [DAU Continuous Learning Center](http://clc.dau.mil) at <http://clc.dau.mil>, click on "CL Modules" and then select the Course Information & Access link. To launch the module, click on the name of the course. For additional assistance or questions, feel free to contact the [DAU CLC administrator](mailto:daucclteam@meridianksi.com) at [daucclteam@meridianksi.com](mailto:daucclteam@meridianksi.com). -The DAU CLC Team

## "HAIL" & "FAREWELLS"

Welcome to the newest member of the Army Contracting Agency staff. LTC (P) Mark R Neumann, who will assume the position as Executive Officer for the Army Contracting Agency (ACA). LTC Neumann joins us from the Office of the Chief of Staff, Army.

LTC Neumann and Nicki Knickerbocker are working all of the XO activation issues related to the stand-up of the Army Contracting Agency (ACA). If you have any issues relating to this subject contact <mailto:Mark.Neumann@saalt.army.mil> telephone 703-681-9086 or <mailto:shirlee.knickerbocker@saalt.army.mil> telephone: 703-681-7555.



Chris Vuxton has departed for Industrial College of the Armed Forces (ICAF)  
And will be a part of the "2003" class".

## ACA TRANSITION TEAM NEWSLETTER POINTS OF CONTACT

### Transition

#### Area of Expertise

Executive Officer

Administrative Assistant  
Contingency Contracting  
Information Technology  
& Electronic Commerce  
Contracting Center (ITEC4)  
Facility Requirements  
Manpower and  
Budgeting (Primary)  
Personnel (Primary)  
Personnel (Alternate)  
Special Projects  
Operations Transformation  
of Installation Contracting  
Operations Transformation  
of Installation Contracting  
SADBUE

#### Team Member

Elizabeth Ratliff  
LTC Mark Neumann  
Barbara Hull  
Timothy Pugh  
Bob Crutchley  
  
Rick Thurston  
Bruce Trimble  
  
Bob Adams  
Kathleen Walker-Starks  
Perry Hicks  
Jan Shadowens  
  
Jan Burke  
  
Cynthia Lee

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#### A Word from the Editor

We would like to involve our readers in playing a more active role in guiding the publication. As always, we continue to invite our readers to provide their ideas, views, and opinions. If you have comments and/or suggestions for the newsletter on how we can continue to improve the publication, please don't hesitate to let me know. email your comments to [Shirlee.Knickerbocker@SAALT.army.mil](mailto:Shirlee.Knickerbocker@SAALT.army.mil) or call me at DSN 761-7555.